MEMORANDUM

TO: ARRA 1512 contacts

FROM: Bert Scoglietti
             Office of Management and Budget

DATE: December 20, 2011

SUBJECT: ARRA 1512 Guidance for Reports Due January 14, 2011

The following represents a brief overview and update of the ARRA 1512 reporting requirements for the reporting period ending December 30, 2011.

What's new

- Prime and subrecipient reports must be filed on federalreporting.gov by **midnight January 14th, 2011**. My office will perform data quality checks on the reports as they are filed and we will follow up with you on any discrepancies or inaccuracies. A detailed schedule for reporting is contained in Page 4 to this memorandum.

- Districts and charters are reminded that 1512 subrecipient reports must be filed for those subawards that have expired as of 12/31/11 (SFSF, Title 1, IDEA, IDEA Pre-School, Ed Technology). Unless extended by the federal DOE, this will be the last quarter for which 1512 reports will have to be filed. Districts and charters will still be required to file 1512 reports for the Race to the Top, Education Jobs and School Improvement subawards if over $25,000.

- We are again working with FSF staff to produce and validate reports that will aid in reporting vendor information as well as expenditures by project. We anticipate sending detailed FSF data to recipients via email mid to late week of January 2, 2012. FSF closing is scheduled to be completed and reports available on January 9, 2012. Recipients are reminded that expenditure figures used for 1512 reporting should reflect only those expenditures that have cleared the system and are not to include those items that are still in workflow as of the close of the quarter.

Prime recipients and sub recipients are also reminded that total expenditure figures on the 1512 report are cumulative, thus you will need to combine information from FSF with historical information in DFMS. That is, in order to calculate the proper total expenditure of ARRA funds, recipients must add 7/1/10 – 12/31/11 FSF expenditures to the DFMS 6/30/10 finals (also contained in the Q2 1512 report) in order to properly report total activity.

Reminders/Clarifications

- *Districts/Charters specific:*

    1. It is essential to use the **correct subaward number** provided to you by DOE as well as the **correct prime award number** when submitting your reports. If you do not have these numbers please contact Eulinda DiPietro at DOE or email OMB_ARRA1512@state.de.us. The use of incorrect award numbers will cause your report to be improperly filed or not filed at all.

    2. Districts and charters are directed to send quarterly job information and a description of quarterly award activities to both Eulinda DiPietro at state DOE (edipietro@doe.k12.de.us) and to the dedicated OMB mailbox at OMB_ARRA1512@state.de.us.

    3. A review of ARRA expenditures has indicated that in some instances districts and charters have used ARRA funding for contractual staffing such as substitute teachers, aides and other personnel. Though this is certainly an allowable use of the funds, the estimated job impacts of these funds must be included in the job information sent to DOE and OMB.

    4. Districts/charters that have expended ARRA funds for infrastructure must report these expenditures and their use to both Eulinda DiPietro at state DOE (edipietro@doe.k12.de.us) and to the dedicated OMB mailbox at OMB_ARRA1512@state.de.us.

- Upon the complete expenditure of a <u>prime</u> award the 1512 report is to be **marked final**. If all of a prime recipient's funds have been expended by `12/31/11 the final report entry is to be changed to yes and the recipients reporting responsibilities will be concluded upon submission and review of the final report

- Prime recipients are reminded that for the data field "Quarterly Activities/Project Descriptions for Prime and Sub-recipients" the federal guidance now requires the Prime recipient to collect information from the sub-recipient(s) to enter with the Prime recipient information. For awards that fund multiple projects such as formula block grants, the prime recipients are asked to provide information that is stated in terms that allow an understanding of the accomplishments of the entire award.

- Recipients are to use the Excel template to upload data to federalreporting.gov. The current version of the Excel template is version 1.8 which can be found at https://www.federalreporting.gov/federalreporting/downloads.do. Versions 1.7 and 1.6 will also work satisfactorily. Please contact me if you are using any versions older than 1.6.

- The federal reporting system, federalreporting.gov provides functionality for an alternate method to file 1512 reports for previous filers. This functionality which is called "Copy Forward" literally copies the last quarter's report to the current reporting quarter. This will allow the recipient to make the necessary spending changes directly on screen into the system while leaving the correct grant identifying information intact. This method is intended to minimize errors.

  The copy forward function will only work if a report was filed for the award last quarter. It will not work as a template for a different award which needs to be reported by the same agency. If you would like to use the Copy Forward function please send a request to OMB_ARRA1512@state.de.us by December 30. In your email please indicate the award(s) you will be reporting with the Copy Forward function. We will respond with a detailed explanation of the Copy Forward process.

- Upon submission of a required 1512 report, the following are to be sent to the OMB_ARRA1512@state.de.us mailbox:

    1. The successful submission email from federalreporting.gov
    2. Copy of uploaded Excel templates
    3. Completed ARRA Approval Report found at http://www.omb.delaware.gov/arra/index.shtml

- Jobs are to be calculated as before and are a quarterly number. This calculation can be found at http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf. It is critical to retain documentation used to create the jobs number for the Prime section of the 1512 report in accordance with OMB issued internal controls guidance which can be found at http://www.omb.delaware.gov/arra/index.shtml.

- Any spending on infrastructure projects needs to be reported in the Prime Recipient section of the 1512 report. Sub recipients that are expending funds for infrastructure must note these expenditures to the prime recipient of the award.

Questions regarding 1512 reporting should be directed to OMB_ARRA1512@state.de.us. Awardees are also strongly encouraged to review system user manuals provided by federalreporting.gov at https://www.federalreporting.gov/federalreporting/downloads.do. If you need additional training or guidance on the 1512 reporting please contact me @ (302) 739 4206.

OMB: RLS
12/20/11

Detailed Reporting Schedule

Date	Reporting Action Required
Before January 14, 2012	Prime and Sub Recipients upload and submit completed Excel templates to FederalReporting.gov. System is **unlocked,** so prime and sub-recipients can upload and amend reports at will. Copies of excel templates, successful submission emails from federalreporting.gov and approval records are emailed to OMB_ARRA1512@state.de.us. All reports submitted after this time will be considered late by federal OMB and recipients may be subject to potential actions by federal OMB.
January 15 - 17, 2012	System is **unlocked,** so that prime and sub-recipients can amend reports.
January 18-29, 2012	Federal Agency review period. System is **locked,** so the federal agency must unlock prior to recipients making corrections.
January 30, 2011	Reported data is posted to Recovery.gov. System is **unavailable** for corrections.